



## Application Packet

Human Resources  
13065 Orono Parkway  
Elk River, MN 55330  
March 02, 2016

### Seasonal Laborers (Parks and Streets)

Spring is right around the corner! The City of Elk River is now accepting applications from qualified applicants to fill seasonal laborer positions in our Parks and Streets maintenance divisions.

**Parks:** Assists in maintaining city park properties. Job duties include maintaining beaches, grounds, parks, and athletic facilities using manual labor and grounds maintenance equipment such as weed whips, power mowers, or tractor mowers. Preference will be given to candidates who can begin work in late April or early May and can work weekends when needed.

**Streets:** Assists in the maintenance of city streets. Job duties include patching, assisting with sealcoating and crack sealing projects, debris removal, right-of-way maintenance, storm sewer repairs and assisting with paint striping, as well as other manual labor duties. Preference will be given to candidates who can begin work mid-May or early June.

Applicants for both of these labor positions must be 18 years of age or older, have a valid driver's license and good driving record and possess a high school diploma or the equivalent or be a current high school student. Preference will be given to applicants with experience.

Starting pay rate is \$10.00 per hour.

Applications will be accepted until the positions are filled. We will continue to fill open positions throughout the year. A completed city job application is required for consideration and should be returned to:

Elk River City Hall  
13065 Orono Parkway  
Elk River MN 55330

The City of Elk River is an Equal Opportunity Employer.

If you need a particular accommodation with the application process, please call 763.635.1000.





# City of Elk River

## Seasonal Park Laborer

### Position Description

<b>Department/Division:</b> Park and Recreation/Park		<b>Immediate Supervisor:</b> Park Maintenance Supervisor	
<b>Pay Grade:</b> N/A	<b>FLSA Status:</b> Non-Exempt		<b>Last Updated: (date)</b> 2/2016
<b>Positions Supervised:</b> N/A			
<div><b>Position Summary</b> The Seasonal Park Laborer performs maintenance operations on the City's park properties. Operates light equipment.</div>			

### Essential Functions

1. Performs park maintenance activities.
  - A. Maintains beaches, grounds, parks, and athletic facilities using manual labor and grounds maintenance equipment such as weed whips, power mowers, or tractor mowers.
  - B. Under supervision, conducts natural resource management practices, which may include invasive species removal, spot herbicide treatments, seed collection and dispersal, habitat restoration, forest health management, and hazardous tree assessment.
2. Performs other essential job duties.
  - A. Regular and timely work attendance.
  - B. Follows all safety procedures.
  - C. Participates in safety training.

### Required Knowledge, Skills, and Abilities

- ☐ Ability to understand and follow applicable OSHA standards and departmental safety practices and procedures.
- ☐ Ability to lift heavy objects, walk and stand for long periods, and to perform strenuous physical labor under adverse environmental conditions.
- ☐ Ability to perform demanding physical labor.
- ☐ Ability to operate small trucks and park maintenance equipment.
- ☐ Ability to use a variety of hand and power tools.
- ☐ Ability to work as a member of team or individually on assigned projects; complete assigned duties in a productive and efficient manner.

### Minimum Qualifications

- ☐ Eighteen (18) years of age.
- ☐ High school graduate or equivalent or current high school student.
- ☐ Valid driver's license and good driving record.

### Preferred Qualifications

- ☐ Experience in the use of grounds maintenance equipment.

This Position Description is not intended to be all-inclusive. It is within the City of Elk River's discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

**This Position Description does not constitute a Contract of Employment.**



# City of Elk River

## Seasonal Streets Laborer

### Position Description

<b>Department/Division:</b> Community Operations & Development/Streets		<b>Immediate Supervisor:</b> Street Superintendent	
<b>Pay Grade:</b> N/A	<b>FLSA Status:</b> Non-Exempt		<b>Last Updated: (date)</b> 3/7/05
<b>Positions Supervised:</b> N/A			
<div><b>Position Summary</b>  The Seasonal Street Laborer performs maintenance operations on the City's streets. Performs manual labor and may operate light equipment.</div>			

#### Essential Functions

1. Performs maintenance activities.
  - A. Maintains City property using hand tools, power tools and light equipment.
  - B. Inspects and maintains tools and equipment.
2. Performs other essential job duties.
  - A. Regular and timely work attendance.
  - B. Follows all safety procedures.
  - C. Participates in safety training.

#### Required Knowledge, Skills, and Abilities

- ☐ Ability to understand and follow applicable OSHA standards and departmental safety practices and procedures.
- ☐ Ability to lift heavy objects, walk and stand for long periods, and to perform strenuous physical labor under adverse environmental conditions.
- ☐ Ability to perform demanding physical labor.
- ☐ Ability to operate small trucks and maintenance equipment.
- ☐ Ability to use a variety of hand and power tools.

#### Minimum Qualifications

- ☐ Eighteen (18) years of age.
- ☐ High school graduate or equivalent or current high school student.
- ☐ Valid driver's license and good driving record.

#### Preferred Qualifications

- ☐ Experience in the use of light maintenance equipment.
- ☐ Experience with hand and power tools.

This Position Description is not intended to be all-inclusive. It is within the City of Elk River's discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

**This Position Description does not constitute a Contract of Employment.**



## Seasonal Laborer Physical Requirements

Physical Requirement	Frequency
<b>ESSENTIAL</b>	
Standing or Walking	Daily
Sitting	Daily
Bending or Stooping	Daily
Crouching or Kneeling	Daily
Pushing/Pulling	Daily
Repetitive Movements	Daily
Operating a Vehicle	Daily
Lifting Objects Knee to Waist	Daily
Lifting Objects Floor to Knee	Daily
Carrying Objects	Daily
Exposure to Temperature Extremes	Weekly/Monthly
Manual Excavation/Digging	Daily
Machinery Operation	Daily
Equipment Operation	Daily
Requires Good Vision	Daily
Requires Large Motor Skills	Daily
<b>HIGHLY IMPORTANT</b>	
Twisting/Turning	Daily
Lifting Objects Waist to Shoulder	Weekly/Monthly
Requires Good Vision	Daily
Requires Fine Motor Skills	Daily
Requires Depth Vision	Daily
<b>MODERATELY IMPORTANT</b>	
Working in Confined Spaces	1-4 times per year
Lifting Objects above Shoulder	Seasonally/Frequently
Working at Heights	1-4 times per year
Exposure to Irritants/Fumes	Daily
Exposure to Hazardous Chemicals	Daily
Exposure to Vibrations	Daily
Operation of Telephone/Radio	Daily
Requires Good Night Vision	Daily
Requires Good Hearing	Daily
Requires Sense of Touch	Weekly/Monthly
Requires Sense of Smell	Weekly/Monthly
Requires Peripheral Vision	Daily
Requires Far Vision	Daily
Requires Near Vision	Daily

***IMPORTANT FACTS ABOUT INFORMATION ON YOUR EMPLOYMENT  
APPLICATION***

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd. 2). If you become employed by the City, the data will be available to the Department of Finance, the Internal Revenue Service, and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the Director of Personnel by letter.

<i>Private Data</i>	<i>Why We Ask For It</i>	<i>Are You Legally Obligated To Provide It?</i>	<i>What May Happen If You Don't Provide It</i>
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Date of Birth (when requested on a separate form)	To conduct a check of criminal records for certain positions.	No	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Sex, Racial/Ethnic Group, Handicapped Status, Veteran Status (This information is requested on a separate form)	To be able to make Equal Opportunity reports as required by law.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

***ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC; THAT IS, IT MAY  
BE GIVEN TO ANYONE FOR ANY PURPOSE.***



# APPLICATION FOR EMPLOYMENT

13065 Orono Parkway  
Elk River, MN 55330  
Phone and TDD 763.635.1000, Fax 763.635.1090  
Website: [www.ElkRiverMN.gov](http://www.ElkRiverMN.gov)

The City of Elk River considers applicants for all positions without regard to race, color, creed, religion, sex, age, national origin, sexual orientation, marital status, veteran status, status with regard to public assistance, physical or mental disability, ancestry, genetic information, familial status, membership on local human rights commissions, or any other status protected by state or federal law.

Indicate the position(s) for which you are applying: ☐ Parks ☐ Streets

Are you at least 18 years of age? ☐ Yes ☐ No

Do you have a valid driver's license and good driving record? ☐ Yes ☐ No

Do you have a high school diploma or equivalent or are you currently a high school student? ☐ Yes ☐ No

From what date to what date are you available to work this season? From \_\_\_\_\_ to \_\_\_\_\_

How many hours per week are you available to work? \_\_\_\_\_

Are you available to work weekends? ☐ Yes ☐ No

If you have horticulture or irrigation training or experience be sure to include that information below in question #19. Please also note any experience you have with operating light equipment and/or power tools. (Attach additional sheets, if necessary)

1. Title of specific position for which you are applying		2. Date of Application		3. Date available for work	
4. Last Name		First Name		Middle Name	
5. If you are under 18 years of age, can you provide required proof of your eligibility to work? N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>					
6. Street Address		7. City		8. State and Zip	
9. Residence Phone		10. Business Phone		11. Cell Phone	
12. E-mail Address					
13. Employment condition desired: (check one) Regular <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input type="checkbox"/>			14. Have you previously been employed by the City? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date _____ Position _____		
15. If position involves driving, please indicate driver's license number Number _____ State _____ Class _____					
16. Education. Did you graduate from high school or receive a GED? Yes <input type="checkbox"/> No <input type="checkbox"/> School Attended _____					
How many years of education have you had? (circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20					
Names and locations of colleges, universities, technical schools		Did you graduate?		Certificate/degree Course of study	
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Yes <input type="checkbox"/> No <input type="checkbox"/>			
17. Relevant current professional memberships, registrations, or licenses. _____ _____ _____					
18. Job-relevant volunteer and unpaid work experience					
Kind of volunteer activity (do not specify organization)	Major responsibilities		# Hours per month	Years From	To

19. Describe any additional experience or training that qualifies you for this job\_\_\_\_\_

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20. Employment History – List your present or most recent experience first. Attach additional sheets if necessary.

Employer_____	Your Title_____
Type of Business_____	Length of Employment:
Street Address_____	From:_____ To:_____
City, State, Zip_____	Total Years _____
Phone number_____	Hours Per Week _____ Last Salary_____
Supervisor's name_____	Reason for Leaving:_____
Supervisor's title_____	

May we contact this employer? Yes ☐ No ☐ If no, explain\_\_\_\_\_

Number and type of positions you supervised:\_\_\_\_\_

Principal Responsibilities - Be Complete:\_\_\_\_\_

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Employer_____	Your Title_____
Type of Business_____	Length of Employment:
Street Address_____	From:_____ To:_____
City, State, Zip_____	Total Years _____
Phone number_____	Hours Per Week _____ Last Salary_____
Supervisor's name_____	Reason for Leaving:_____
Supervisor's title_____	

May we contact this employer? Yes ☐ No ☐ If no, explain\_\_\_\_\_

Number and type of positions you supervised:\_\_\_\_\_

Principal Responsibilities - Be Complete:\_\_\_\_\_

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Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____ May we contact this employer?      Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
Number and type of positions you supervised: _____ Principal Responsibilities - Be Complete: _____ _____ _____ _____ _____ _____	

Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____ May we contact this employer?      Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
Number and type of positions you supervised: _____ Principal Responsibilities - Be Complete: _____ _____ _____ _____ _____ _____	

<b>21. Word Processing/Computer Experience:</b> Number of Years _____ List Software and hardware you are familiar with _____ _____
<b>CLERICAL APPLICANTS ONLY:</b> Typing Speed _____ WPM

<b>22. Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits and character.</b>			
NAME	PRESENT ADDRESS	TELEPHONE	POSITION AND RELATION TO YOUR WORK



Answer this question only if applying for a position within our police or fire departments:

23. Have you ever been required to register as a predatory offender, convicted of a felony, or convicted under a narcotics or controlled substance law? Yes ☐ No ☐

If 'Yes', attach a separate sheet with explanation.

**Note to all applicants:** All employment offers are conditioned upon the applicant passing a criminal background check. All applicants invited for an interview will be asked to provide the above information at the time of the interview. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

24. Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? Yes ☐ No ☐

If 'Yes' to #24, are you a permanent resident of the State of Minnesota? Yes ☐ No ☐

If 'Yes' to #24, were you disabled during your service in the military? Yes ☐ No ☐

25. If applying for Veterans' Preference points, state qualifications and provide a copy of form DD214. Failure to make the disclosure and to provide form DD214 will make you ineligible for Veterans' Preference.

I have provided my qualifications for receiving Veterans' Preference Yes ☐ No ☐

I have attached a copy of form DD214 to this application Yes ☐ No ☐

26. Where did you hear about this position? \_\_\_\_\_

## SIGNATURE

In connection with this application for employment, I authorize the City of Elk River and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Elk River and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

YES ☐

YES, but not present employer until job is offered ☐

NO (We may be unable to hire you without this information) ☐

I understand that no management official other than the City Administrator, has the authority to make oral or written employment offers for a specified period of time or for specified conditions. I also understand that any document regarding my employment must be in writing and signed by me.

I understand that neither this document nor any offer of employment from the City constitutes an employment contract unless a specified document to that affect is executed by the City Administrator and me in writing. Unless a written document signed by the City Administrator and me is created, then my employment status is that of an employee at will who can quit or be terminated from work at any time for any reason. All City employees are employees at will unless covered by a labor contract or other written agreement.

The City has the right to verify information provided in the application. I certify that the answers given herein (and accompanying resume, if any) are true and complete to the best of my knowledge and I have not omitted any information. I further understand that false, misleading, or omitted information in my application form, interview(s), or resume (if any) may disqualify me for further consideration for employment or result in immediate discharge if discovered at a later date.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT (do not print)



City of Elk River  
13065 Orono Parkway  
Elk River, Minnesota 55330  
763.635.1000

### Tennessee Warning/Waiver of Claims

As an applicant for the position of Seasonal Laborer, I have voluntarily supplied data about myself that may be public and/or private in nature. Under Minnesota law the following information about you must be available to any member of the public who requests it: veteran status; relevant test scores; rank on eligibility list; job history; work availability; and education and training. Your name will not be made available to the public unless you are selected to be interviewed by the City.

I authorize the Elk River Police Department to conduct a criminal history background check to include adult and juvenile records and also a search of my driver's license record, as well as any other searches deemed necessary conditional to employment with the City of Elk River.

I understand that, as part of the selection process, I am requested to supply this information. I understand that failure to provide accurate and adequate data may disqualify me from further consideration.

I understand that, even if I am hired for this position, I may be subject to dismissal or other disciplinary action if I have made an intentional effort to provide deceptive or misleading information.

I understand that this data will be kept on file for a period of one year, even if I am not hired for this position. I understand that, if I am hired, this information will remain on file with the City of Elk River.

I further understand that this information will be used by the City to aid in the determination of my relative and/or specific suitability for employment for the position stated above.

Finally, I understand that the data that I have provided may be shared in whole, or in part, by other agencies within the criminal justice system, by other private and public entities, and by other persons for the purpose of conducting a background investigation, and by all individuals in the City who need to know this information.

I, therefore, waive my right to claim and hereby agree to hold harmless the City of Elk River and the Elk River Police Department, and any of its agents or employees for any injury or damage which I may experience as a direct or indirect result of the intended use of this information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Full name of applicant)

Printed: \_\_\_\_\_  
(Full name of applicant)

Address: \_\_\_\_\_  
Street Address City State and Zip

☐ Check here if you are younger than 18 years old.

Any other names used in the past: \_\_\_\_\_

All addresses where you have lived in within the past ten years: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

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## Employment Data Record

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During application and employment, applicants and employees are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, sexual orientation, or public assistance.

As an employer with an Affirmative Action program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

Please Note: Your cooperation is voluntary. Inclusion or exclusion of any data will not affect any employment decision.

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### Voluntary Survey – (please print)

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Job Applied For: Seasonal Laborer

Date: \_\_\_\_\_

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of an employee. This data is for statistical analysis with respect to the success of the Affirmative Action program. Submission of this information is voluntary.

Name _____	
Address _____	
City _____	State _____ Zip _____
Check One:    Male _____    Female _____	
Check one of the following: (Ethnic Origin)    White _____    Hispanic _____ American Indian/Alaskan Native _____    Black _____ Asian/Pacific Islander _____    Other _____	
Check one of the following:    Vietnam Era Veteran _____    Disabled Veteran _____ Handicapped _____    Not Applicable _____	